

WELLS U3A INCOME SUMMARY FORM

- 1 If paying in more than one cheque please complete and Paying In sheet as well as this Summary Form
- 2 List the cheques on the Paying In Sheet in Groups, i.e. under the Trip or Event name
- 3 Ensure all cheques are made out to WELLS U3A, are dated, signed, and that the figures and words match
- 4 When complete you can email the Paying In Sheet, or post it with the cheques and Summary Form, to the Treasurer's Assistant:
Maureen Lofthouse, 15 Somerville Road, Wells, BA5 2NW
Email: maureenloft@gmail.com
Telephone: 01749 678363

TOTAL VALUE OF CHEQUES	£	NUMBER OF CHEQUES	COMBINED TOTAL OF CHEQUES & CASH
TOTAL VALUE OF CASH	£		£

Signature:

NAME:

Date:

Subs/Event/Visit/Group:

FOR TREASURER'S OFFICIAL USE:

Paying In Reference No:

Date Paid In:

Bank Account: Main / No 2

SERIAL REFERENCE NO:

Notes:

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